



Guided Practice 9A

Navigating the Deduction Report Editor

April 24, 2017

In this guided practice you will learn how to:

- [Run and export the exception report](#)
- [Sort the deduction report](#)
- [Use the tool bar functions](#)
- [Add a comment to the report](#)
- [Run the error summary report](#)
- [Submit the deduction report](#)

This guided practice assumes you already know how to:

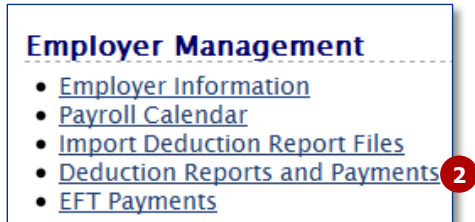
- [Log in](#) to MyTRS
- [Import](#) the monthly deduction report text file

For additional information and troubleshooting, please contact your district's assigned ESU Representative or EmpSup@trb.state.ma.us

Run the Exception Report

The exception report lists members whose records are showing errors or exceptions within the deduction report.

1. Log in to MyTRS.
2. Select “Deduction Reports and Payments” from the home page or from the “Go To” drop down list at the top of the page.



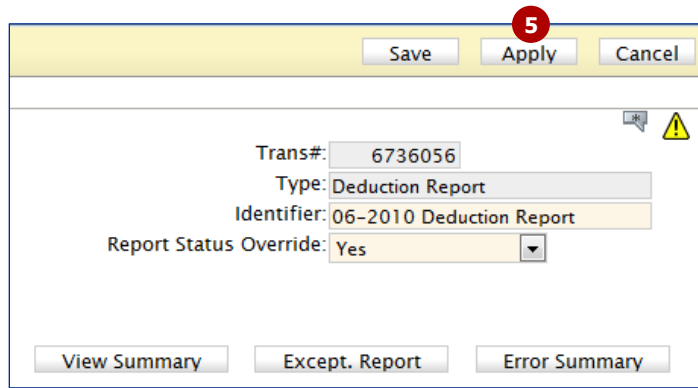
3. Select the report you need to work on. The Reporting Period field tells you the month and year of the deductions.

Deduction Reports								
Report Status: Initial								
<input type="button" value="Edit Deduction Report"/> <input type="button" value="Submit"/> <input type="button" value="Delete"/> <input type="button" value="Distribute"/>								
<input type="button" value="Sort"/> <input type="button" value="Columns"/> <input type="button" value="View Row"/> <input type="button" value="Records"/> <input type="button" value="Print"/> <input type="button" value="Export"/>								
Active	Inserted Date	Report Status	Date Released	Reporting Period	Identifier	Trans#	Total Due	Total Balance
<input checked="" type="radio"/>	11/16/2016	Initial		06/01/2010	Initial Deduction Report	6736056	\$5,705.44	\$5,705.44

4. Click the **Edit Deduction Report** button to open the deduction report.

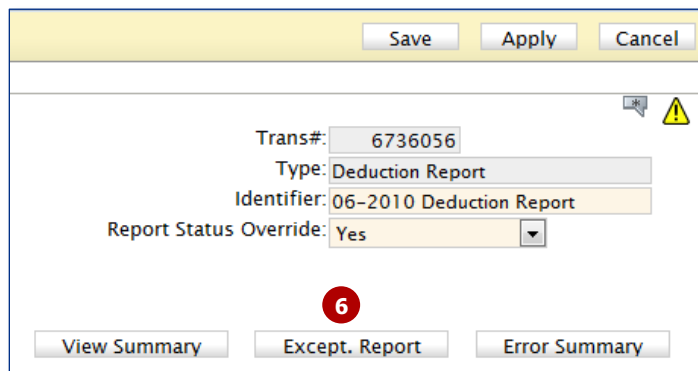
Deduction Reports								
Report Status: Initial								
<input type="button" value="Edit Deduction Report"/> <input type="button" value="Submit"/> <input type="button" value="Delete"/> <input type="button" value="Distribute"/>								
<input type="button" value="Sort"/> <input type="button" value="Columns"/> <input type="button" value="View Row"/> <input type="button" value="Records"/> <input type="button" value="Print"/> <input type="button" value="Export"/>								
Active	Inserted Date	Report Status	Date Released	Reporting Period	Identifier	Trans#	Total Due	Total Balance
<input checked="" type="radio"/>	11/16/2016	Initial		06/01/2010	Initial Deduction Report	6736056	\$5,705.44	\$5,705.44

5. Click the **Apply** button once the deduction report opens.



A screenshot of a software window titled "Deduction Report Editor". At the top, there are three buttons: "Save", "Apply", and "Cancel". The "Apply" button is highlighted with a red circle and the number "5". Below the buttons, there are several input fields: "Trans#: 6736056", "Type: Deduction Report", "Identifier: 06-2010 Deduction Report", and "Report Status Override: Yes" (with a dropdown arrow). At the bottom, there are three buttons: "View Summary", "Except. Report", and "Error Summary". A yellow warning icon is visible in the top right corner of the main content area.

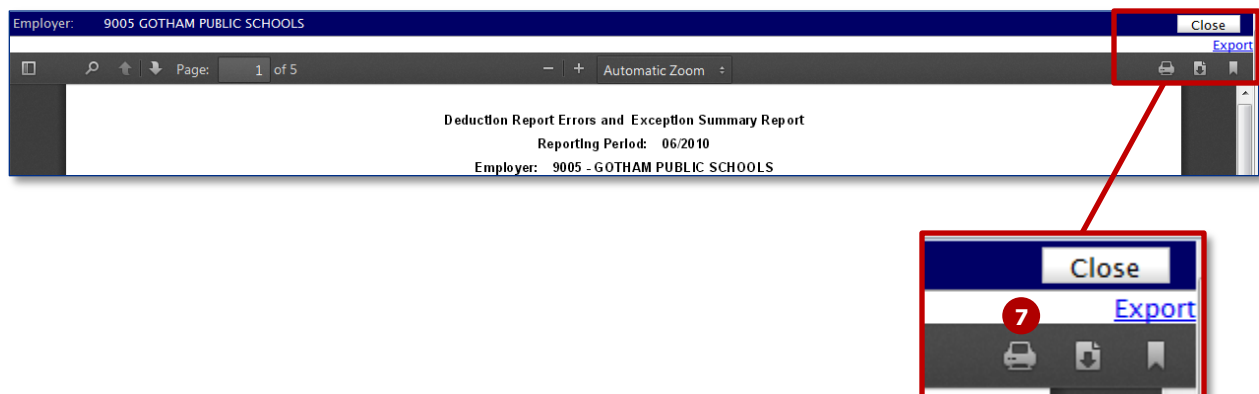
6. Click the **Except Report** button.



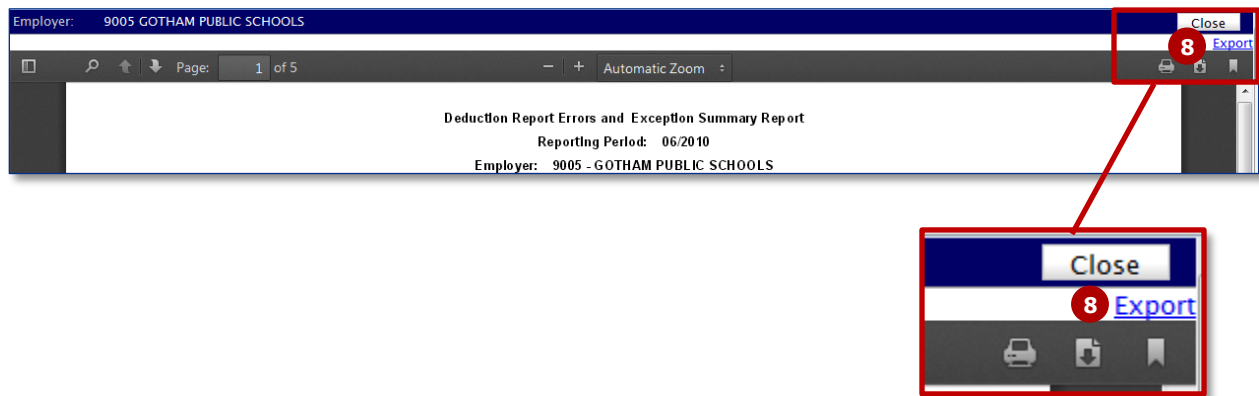
A screenshot of the same "Deduction Report Editor" window. The "Except. Report" button at the bottom is highlighted with a red circle and the number "6". The other elements, including the top buttons and input fields, remain the same.

The exception report will open in a separate window.

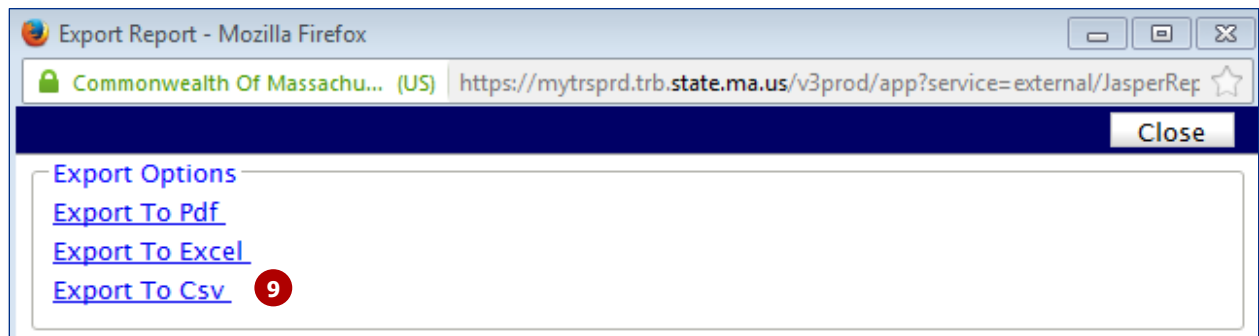
7. To print the exception report, click the **Printer** icon in the top right corner.



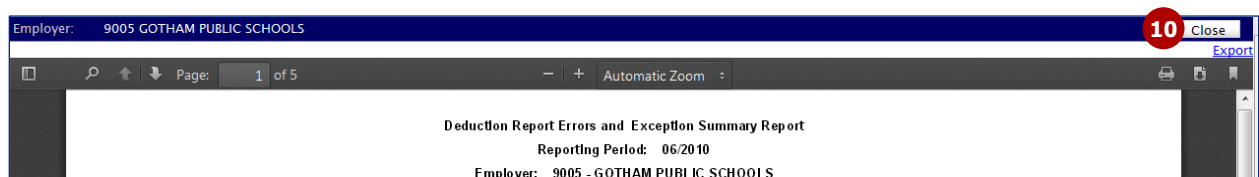
8. To export the exception report, click the **Export** link in the top right corner.



9. The exception report can be exported to PDF, Excel, or CSV (Comma Separated Value). Choose your preferred format and follow the prompts to complete the export process. MTRS recommends exporting to a CSV file as that will then open in Excel.



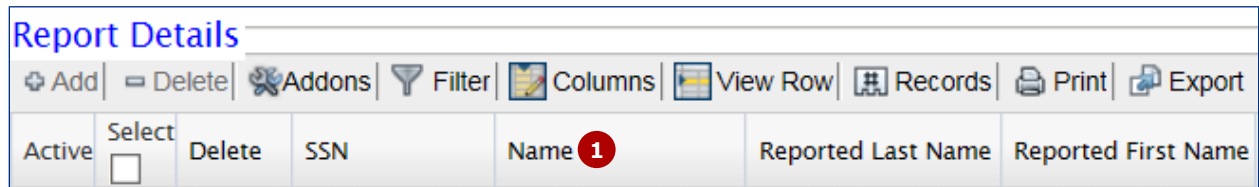
10. Once the data has been exported click **Close** in the top right of the screen.



Sort the Deduction Report

The deduction report can be sorted by any of the column labels, but we recommend sorting it by the “Name” field.

- To sort the report by one of the column headers simply click on the actual text of the label. In this case, click on “Name.”



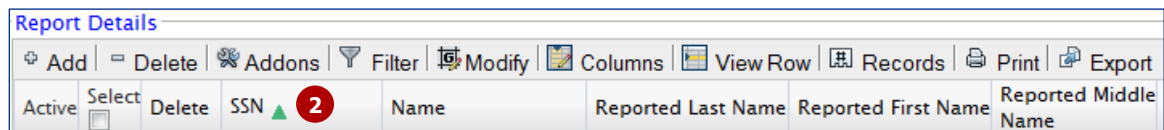
- A green triangle will be displayed indicating that the report is sorted by the column selected.



- To sort the report in reverse order, simply click the column label again.



- To sort the report by one of the other fields, click on the column label of the field of your choice. In this example, we chose to sort by SSN.



The Toolbar: Add / Delete / Copy a Record

The toolbar within the Deduction Report Editor consists of buttons that allow you to do a multitude of functions:

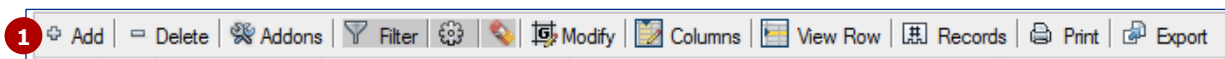
- [Add a record](#)
- [Delete a record](#)
- [Copy a record](#)
- [Filter](#) for a member or group of members
- [Modify](#) data for a group of members
- [Rearrange](#) or [hide](#) columns
- [View one row of data without scrolling](#)
- [Change the number of records displayed per page](#)
- [Print](#) the deduction report
- [Export](#) the deduction report

Add a Record

It is rare that you would need to add a record to the deduction report manually, but it is sometimes necessary if a member was not included in the text file from your payroll system.

Before adding a record to a deduction report, please be sure that you do not have the report filtered by a single member. You should see a full page of members before starting this process.

1. Click the **Add** button in the toolbar.



2. In the blank row that appears, enter the member's SSN (without the dashes) and then hit Enter on your keyboard.

Report Details									
Add Delete Addons Filter Modify Columns View Row Records Print Export									
Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Name	Reported Suffix	Rec Type
<input checked="" type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999110064						N-Normal

3. The member's name should populate in the "Name" field.

Report Details									
Add Delete Addons Filter Modify Columns View Row Records Print Export									
Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Name	Reported Suffix	Rec Type
<input checked="" type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0064	DESK, DANNY 3					N-Normal

If the name is not displayed after hitting the Enter key, please click the **Apply** button in the top right of the screen. Do not proceed until the member's name is populated in the "Name" field.

4. You do not need to type in the Reported Last Name, Reported First Name, Reported Middle Name or the Reported Suffix fields, unless there is a reported name change.

Report Details									
Add Delete Addons Filter Modify Columns View Row Records Print Export									
Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Name	Reported Suffix	Rec Type
<input checked="" type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0064	DESK, DANNY					N-Normal 4

5. Leave the "Rec Type" field set to "Normal" unless you are creating an Adjustment or Retro record.

Report Details									
Add Delete Addons Filter Modify Columns View Row Records Print Export									
Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Name	Reported Suffix	Rec Type
<input checked="" type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0064	DESK, DANNY					N-Normal 5

6. Enter the appropriate pay date for the record in the "Pay Date" field.

Rec Type	Pay Date 6	Period Date
N-Normal	12/15/2016	12/01/2016

7. The "Period Date" field should auto-populate with the appropriate value (you will need to change this if you are creating an adjustment record).

Rec Type	Pay Date	Period Date 7
N-Normal	12/15/2016	12/01/2016

The Period Date should always be the first day of the month and year you are working on.

8. Do not enter any data in the “Rate” field. It will auto-populate when you click the **Apply** button at the end of this process.

Rate	Regular Deduction	2% Deduction	Installment
8			

9. Enter the regular deduction that was taken from the member’s paycheck in the “Regular Deduction” field.

Rate	Regular Deduction	2% Deduction	Installment
	9 519.23		

10. If applicable, enter the 2% deduction taken from the member’s paycheck in the “2% Deduction” field.

Rate	Regular Deduction	2% Deduction	Installment
	519.23	10 92.31	

11. The “Installment” field should be left blank.

Rate	Regular Deduction	2% Deduction	Installment
	519.23	92.31	11

12. If applicable, select the appropriate code from the “Service Correct Code” drop down list.

Regular Deduction	2% Deduction	Installment	Service Correct Code
519.23	92.31		12

13. Enter the gross eligible earnings the member was paid in the “Base” earnings field.

Base	Coach	Retro	Long	Stipend	Premium	Ineligible
13 5769.23						

14. If applicable, enter any pay the member received for athletic coaching in the "Coach" earnings field. If the member was not paid for coaching, enter "0."

Base	Coach	Retro	Long	Stipend	Premium	Ineligible
5769.23	14 0					

15. If applicable, enter any retro pay the member received in the "Retro" earnings field. If the member did not receive any retro earnings, enter "0."

Base	Coach	Retro	Long	Stipend	Premium	Ineligible
5769.23	0	15 0				

16. If applicable, enter any eligible longevity payment the member received in the "Long" earnings field. If the member did not receive any longevity earnings, enter "0."

Base	Coach	Retro	Long	Stipend	Premium	Ineligible
5769.23	0	0	16 19.23			

17. If applicable, enter any eligible stipend payments the member received in the "Stipend" earnings field. If the member did not receive any longevity earnings, please enter "0".

Base	Coach	Retro	Long	Stipend	Premium	Ineligible
5769.23	0	0	19.23	17 2500		

18. Enter "0" in the "Premium" field.

Base	Coach	Retro	Long	Stipend	Premium	Ineligible
5769.23	0	0	19.23	2500	18 0	

19. If the member was paid any ineligible earnings, and:

- No MTRS deductions were taken, enter “0” in the this field.
- Deductions were accidentally taken; enter the amount of ineligible earnings in this field.

Base	Coach	Retro	Long	Stipend	Premium	Ineligible
5769.23	0	0	19.23	2500	19 0	115.34

20. Enter the appropriate full-time percentage the member is working in the “FTE%” field. This field should be entered as a whole number (e.g. 50% should be entered as “50”).

FTE%	FTE Code	Salary	Position
20 50			

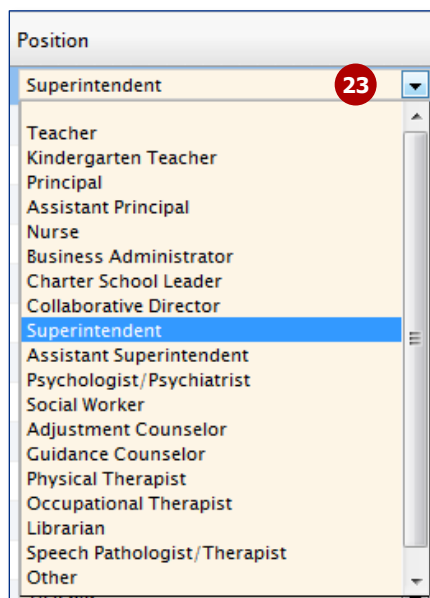
21. The “FTE Code” field can be left blank unless the member’s FTE% changed from the prior monthly deduction report. If the FTE% changed, please choose “OK-Verified” from the “FTE Code” drop down list.

FTE%	FTE Code	Salary	Position
50	OK-Verified 21		

22. The full-time non-adjusted annual salary from the salary schedule or individual contract should be entered in the “Salary” field.

FTE%	FTE Code	Salary	Position
50	OK-Verified	22 150000	

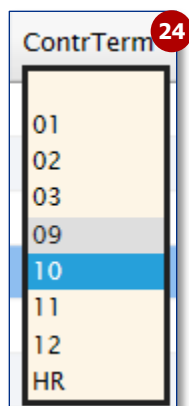
23. Choose the appropriate job title for the member from the “Position” drop down list.



Position

- Superintendent
- Teacher
- Kindergarten Teacher
- Principal
- Assistant Principal
- Nurse
- Business Administrator
- Charter School Leader
- Collaborative Director
- Superintendent
- Assistant Superintendent
- Psychologist/Psychiatrist
- Social Worker
- Adjustment Counselor
- Guidance Counselor
- Physical Therapist
- Occupational Therapist
- Librarian
- Speech Pathologist/Therapist
- Other

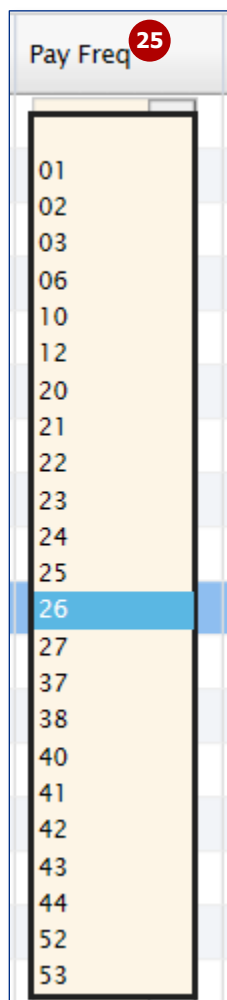
24. Choose the correct Contract Term from the “ContrTerm” drop down list.



ContrTerm

- 01
- 02
- 03
- 09
- 10
- 11
- 12
- HR

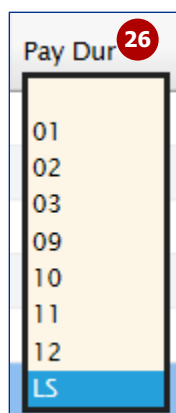
25. Choose the correct Pay Frequency from the “Pay Freq” drop down list.



Pay Freq **25**

- 01
- 02
- 03
- 06
- 10
- 12
- 20
- 21
- 22
- 23
- 24
- 25
- 26**
- 27
- 37
- 38
- 40
- 41
- 42
- 43
- 44
- 52
- 53

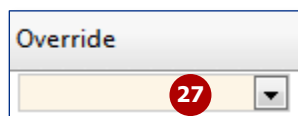
26. Choose the correct Pay Duration from the “Pay Dur” drop down list.



Pay Dur **26**

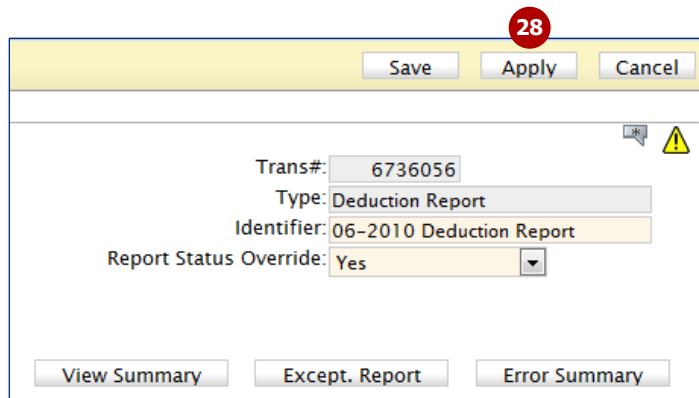
- 01
- 02
- 03
- 09
- 10
- 11
- 12
- LS**

27. The "Override" field should remain blank.



A screenshot of a form titled "Override". It contains a text input field that is currently blank, followed by a dropdown arrow. A red circle with the number "27" is overlaid on the input field.

28. Click the **Apply** button in the top right corner of the report.



A screenshot of the "Deduction Report Editor" window. The window has a yellow title bar with "Save", "Apply", and "Cancel" buttons. The main area contains the following fields: "Trans#: 6736056", "Type: Deduction Report", "Identifier: 06-2010 Deduction Report", and "Report Status Override: Yes" (with a dropdown arrow). A red circle with the number "28" is overlaid on the "Apply" button. At the bottom, there are three buttons: "View Summary", "Except. Report", and "Error Summary".

Delete a Record

1. Select the record that needs to be deleted by checking the "Select" check box.

Report Details

Add | Delete | Addons | Filter | Modify

Active	Select	Delete	SSN	Name
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> ⚠	999-08-1984	APPLE, AMANDA
<input checked="" type="radio"/> 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> ⚠	999-08-1984	APPLE, AMANDA

2. Click the **Delete** button.

Report Details

Add | Delete | Addons | Filter | Modify

Active	Select	Delete	SSN	Name
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> ⚠	999-08-1984	APPLE, AMANDA
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> ⚠	999-08-1984	APPLE, AMANDA

3. When the following message is displayed, click the **OK** button.

Do you really want to delete the selected participants from the Deduction Report?

3 OK Cancel

4. Click the **Apply** button in the top right corner of the report.

4 Save Apply Cancel

Trans#: 6736056

Type: Deduction Report

Identifier: 06-2010 Deduction Report

Report Status Override: Yes

View Summary Except. Report Error Summary

Copy a Record

The Copy button is most often used when you need to create an adjustment record, but it can also be used when you have to manually add more than one record for a member. You can create the first record from scratch and then use the Copy button to create the second and third records as needed (you will need to change the Pay Date on the additional records).

1. Select the record you want to copy by checking the "Select" check box.

- Report Details

Active	Select	Delete	SSN	Name
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-1998	BIOLOGY, BRENDA

2. Click the **Addons** button.

- Report Details

Active	Select	Delete	SSN	Name
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-1998	BIOLOGY, BRENDA

3. Click the **Copy** button.

Report Details

Active	Select	Delete	SSN	Name
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-1998	BIOLOGY, BRENDA

This will create an exact copy of the record you selected. You will then need to update some of the fields on the new record (e.g., Pay Date and possibly the earnings and deductions)

4. Click the **Apply** button in the top right corner of the report.

4

Save Apply Cancel

Trans#: 6736056

Type: Deduction Report

Identifier: 06-2010 Deduction Report

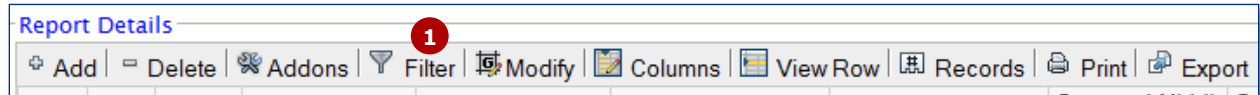
Report Status Override: Yes

View Summary Except. Report Error Summary

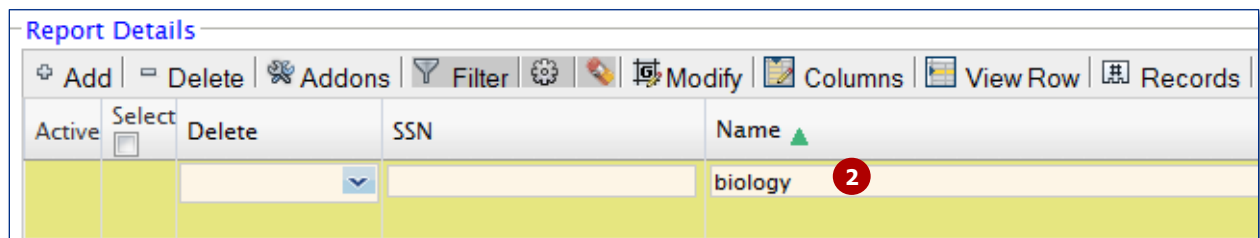
The Filter

The Filter button allows you to search the deduction report based any of the offered fields or combination of the fields.

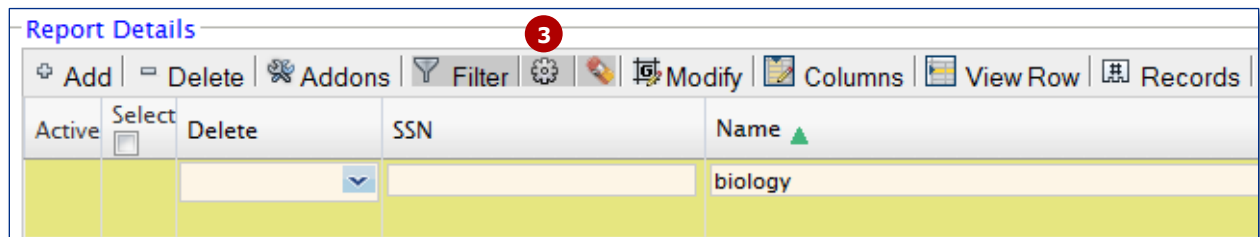
1. Click the **Filter** button.



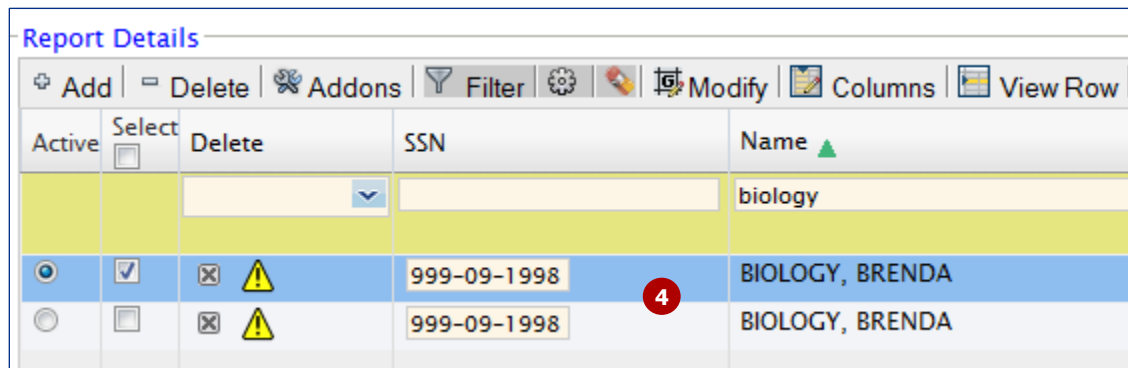
2. Enter your search criteria in the yellow search row. In this example, we're searching the report for a member whose name contains "biology."



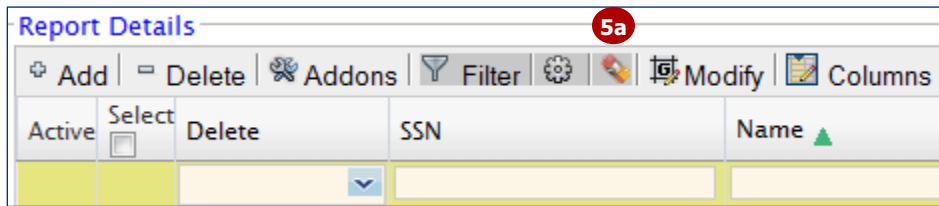
3. Click the **Wheel** icon next to the **Filter** button.



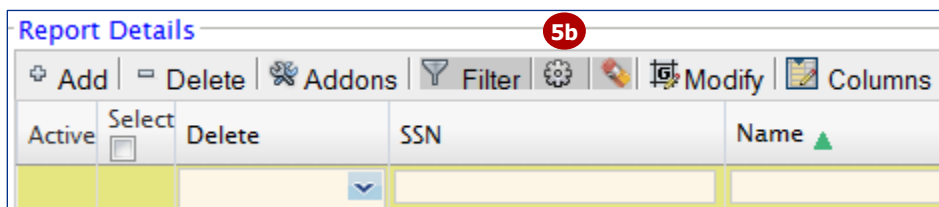
4. This will return all of the records that contain the text you entered in the filter row.



5. To **clear the filter** and return to the entire list of employees or to filter by new criteria:
 - a. Click the **Eraser** icon.



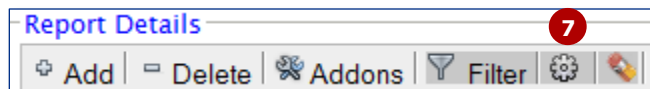
- b. Click the **Wheel** icon.



6. To **search based on multiple criteria**; enter the criteria you are looking for in the yellow filter line. In this example, we are looking for all the records with a Rec Type = "Normal" with a Pay Date = "12/08/2016."

Reported Suffix	Rec Type	Pay Date	Period Date
	N-Normal 6	12/08/2016 6	/ /
		/ /	/ /

7. Click the **Wheel** icon.



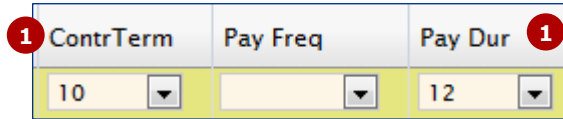
8. This will return all of the records that contain the data you entered in the filter row.

Report Details										
Add Delete Addons Filter Modify Columns View Row Records Print Export										
Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Name	Reported Suffix	Rec Type	Pay Date
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-1984	APPLE, AMANDA	APPLE	AMANDA			N-Normal	12/08/2016
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY			N-Normal	12/08/2016
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-1998	BIOLOGY, BRENDA	BIOLOGY	BRENDA			N-Normal	12/08/2016
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0011	BOSS, BERNARD	BOSS	BERNARD			N-Normal	12/08/2016
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0061	CALCULUS, CHRIS	CALCULUS	CHRIS			N-Normal	12/08/2016
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0064	DESK, DANNY	DESK	DANNY			N-Normal	12/08/2016
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0010	EASEL, EMMA	EASEL	EMMA			N-Normal	12/08/2016
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0014	HISTORY, HANK PHD	HISTORY	HANK	PHD		N-Normal	12/08/2016
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-2003	PENCIL, PATRICK	PENCIL	PATRICK			N-Normal	12/08/2016
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0015	RULER, RANDY	RULER	RANDY			N-Normal	12/08/2016
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-2002	SCIENCE, SANDRA	SCIENCE	SANDRA			N-Normal	12/08/2016

Modify a Group of Records

The modify function allows you to update data in the deduction report for multiple members all at once. In order to use this function, you must be able to identify the members by filtering on the data that they have in common.

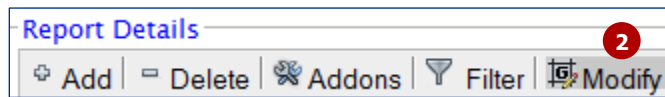
1. Filter by the criteria that the members have in common. In this case, we're looking for members who have a contract term of 10 and pay duration of 12. These members should really have a Pay Duration of LS since your school only offers a lump sum in June.



1	ContrTerm	Pay Freq	Pay Dur	1
	10		12	

This will bring up all members in the deduction report who have a "ContrTerm" of 10 and a "Pay Dur" of 12.

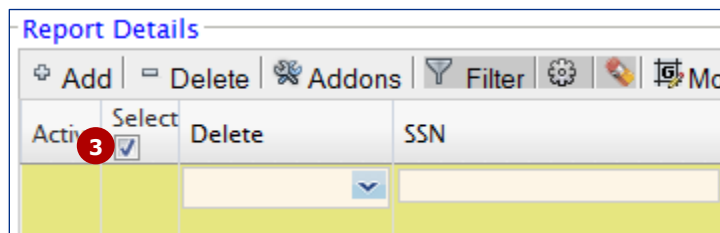
2. Click the **Modify** button.



Report Details

+ Add | - Delete | Addons | Filter | **2** Modify

3. Check the select box below the column label of "Select."



Report Details

+ Add | - Delete | Addons | Filter | Settings | Modify

Active	Select	Delete	SSN
	3 <input checked="" type="checkbox"/>		

4. This will select every member on the current page only. If you have multiple pages, you will need to modify and apply the changes one page at a time.

Report Details				
Add Delete Addons Filter Modify				
Active	Select	Delete	SSN	Name ▲
	<input checked="" type="checkbox"/>			
<input type="radio"/>	<input checked="" type="checkbox"/>		999-08-1984	APPLE, AMANDA
<input type="radio"/>	<input checked="" type="checkbox"/>		999-08-0001	APPLE, AMY
<input type="radio"/>	<input checked="" type="checkbox"/>		999-08-0001	APPLE, AMY
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>		999-09-1998	BIOLOGY, BRENDA
<input type="radio"/>	<input checked="" type="checkbox"/>		999-09-1998	BIOLOGY, BRENDA
<input type="radio"/>	<input checked="" type="checkbox"/>		999-09-0011	BOSS, BERNARD
<input type="radio"/>	<input checked="" type="checkbox"/>		999-09-0011	BOSS, BERNARD
<input type="radio"/>	<input checked="" type="checkbox"/>		999-11-0061	CALCULUS, CHRIS
<input type="radio"/>	<input checked="" type="checkbox"/>		999-11-0061	CALCULUS, CHRIS
<input type="radio"/>	<input checked="" type="checkbox"/>		999-11-0064	DESK, DANNY
<input type="radio"/>	<input checked="" type="checkbox"/>		999-11-0064	DESK, DANNY
<input type="radio"/>	<input checked="" type="checkbox"/>		999-11-0010	EASEL, EMMA
<input type="radio"/>	<input checked="" type="checkbox"/>		999-11-0010	EASEL, EMMA
<input type="radio"/>	<input checked="" type="checkbox"/>		999-11-0014	HISTORY, HANK PHD
<input type="radio"/>	<input checked="" type="checkbox"/>		999-11-0014	HISTORY, HANK PHD
<input type="radio"/>	<input checked="" type="checkbox"/>		999-11-2003	PENCIL, PATRICK
<input type="radio"/>	<input checked="" type="checkbox"/>		999-11-2003	PENCIL, PATRICK
<input type="radio"/>	<input checked="" type="checkbox"/>		999-09-0015	RULER, RANDY

- a. If there is someone on the list who should not be modified, please uncheck the "Select" check box next to their record(s). In this example, Amy Apple should not be modified, so her two records have been unselected.

Report Details				
Add Delete Addons Filter Modify				
Active	Select	Delete	SSN	Name ▲
	<input checked="" type="checkbox"/>			
<input type="radio"/>	<input checked="" type="checkbox"/>		999-08-1984	APPLE, AMANDA
<input type="radio"/>	<input type="checkbox"/>		999-08-0001	APPLE, AMY
<input type="radio"/>	<input type="checkbox"/>		999-08-0001	APPLE, AMY
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>		999-09-1998	BIOLOGY, BRENDA
<input type="radio"/>	<input checked="" type="checkbox"/>		999-09-1998	BIOLOGY, BRENDA
<input type="radio"/>	<input checked="" type="checkbox"/>		999-09-0011	BOSS, BERNARD
<input type="radio"/>	<input checked="" type="checkbox"/>		999-09-0011	BOSS, BERNARD

5. Go to the field that needs to be updated. In this example, we are updating the “Pay Dur” field.
 - a. Check the box to the LEFT of the field you are modifying.

ContrTerm	Pay Freq	Pay Dur
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 5a

- b. Enter the value that you would like to change the field to. In this example, we are changing the Pay Duration field to “LS” for lump sum.

ContrTerm	Pay Freq	Pay Dur
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> LS 5b

6. Click the **Wheel** icon.

Report Details					
	Add		Delete		Addons
	Filter		Modify		

7. Click **OK** when the following message is displayed: “This action will modify the selected Records with the specified values. Do you want to continue?”.

This action will modify the selected Records with the specified values. Do you want to continue?	

8. When the modification completes, please confirm that the data has actually been updated. In this example, we were updating the Pay Duration field to "LS" from "12." You can see below that the change has been completed.

ContrTerm	Pay Freq	Pay Dur
<input type="text"/>	<input type="text"/>	LS <input type="text"/>
10 <input type="text"/>	26 <input type="text"/>	LS <input type="text"/>
10 <input type="text"/>	26 <input type="text"/>	LS <input type="text"/>
10 <input type="text"/>	26 <input type="text"/>	LS <input type="text"/>
10 <input type="text"/>	26 <input type="text"/>	LS <input type="text"/>
10 <input type="text"/>	26 <input type="text"/>	LS <input type="text"/>
12 <input type="text"/>	26 <input type="text"/>	LS <input type="text"/>
12 <input type="text"/>	26 <input type="text"/>	LS <input type="text"/>
10 <input type="text"/>	26 <input type="text"/>	LS <input type="text"/>
10 <input type="text"/>	26 <input type="text"/>	LS <input type="text"/>
10 <input type="text"/>	26 <input type="text"/>	LS <input type="text"/>
10 <input type="text"/>	26 <input type="text"/>	LS <input type="text"/>
10 <input type="text"/>	26 <input type="text"/>	LS <input type="text"/>
10 <input type="text"/>	26 <input type="text"/>	LS <input type="text"/>
10 <input type="text"/>	26 <input type="text"/>	LS <input type="text"/>
10 <input type="text"/>	26 <input type="text"/>	LS <input type="text"/>
10 <input type="text"/>	26 <input type="text"/>	LS <input type="text"/>
10 <input type="text"/>	26 <input type="text"/>	LS <input type="text"/>
10 <input type="text"/>	26 <input type="text"/>	LS <input type="text"/>
10 <input type="text"/>	26 <input type="text"/>	LS <input type="text"/>
10 <input type="text"/>	26 <input type="text"/>	LS <input type="text"/>

9. Click the **Apply** button in the top right corner of the report.

Trans#: 6736056

Type: Deduction Report

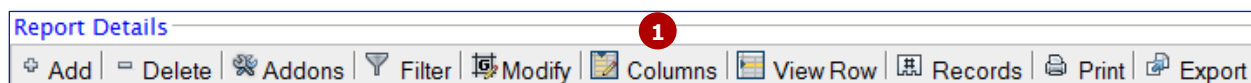
Identifier: 06-2010 Deduction Report

Report Status Override: Yes

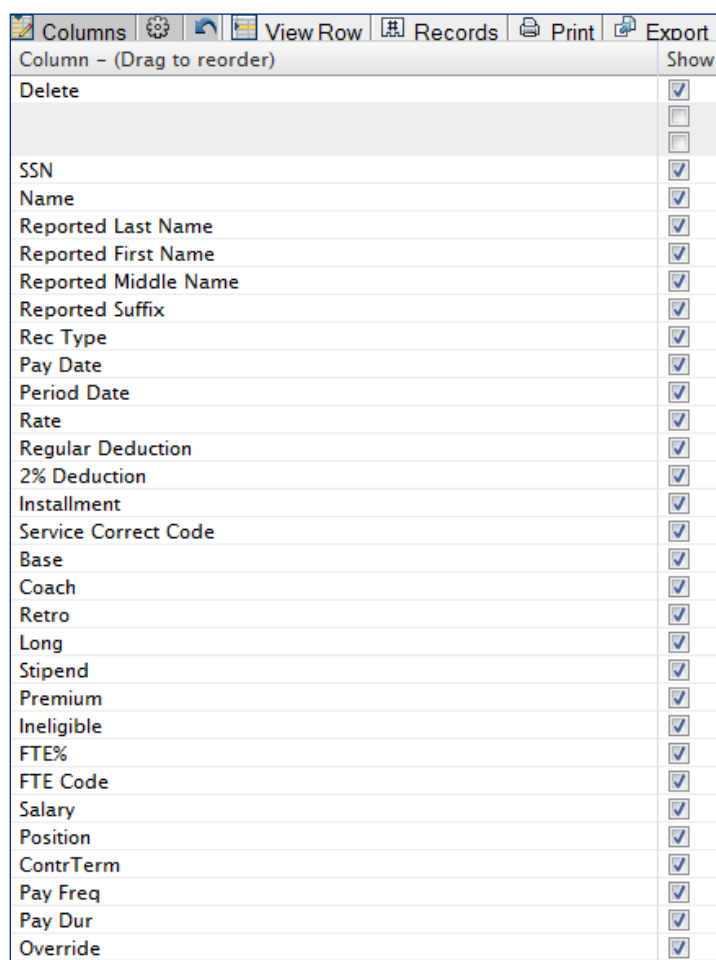
Rearrange Columns

The columns in the deduction report are set to a default order but can be moved around as needed. This is most helpful if you need to update data for a large group of people.

1. Click the **Columns** button.



2. This will open the list of columns displayed in the deduction report in the default order.



3. Click on the first column name you would like to move. In this example, we are going to move the "Salary," "FTE%" and "Position" fields up in the list so they will appear after the "Name" field. Each column will need to be moved separately.
 - a. Click and drag the "Salary" field to be below the "Name" field.

Column - (Drag to reorder)		Show
Delete		<input checked="" type="checkbox"/>
SSN		<input checked="" type="checkbox"/>
Name		<input checked="" type="checkbox"/>
Salary	3a	<input checked="" type="checkbox"/>
Reported Last Name		<input checked="" type="checkbox"/>
Reported First Name		<input checked="" type="checkbox"/>
Reported Middle Name		<input checked="" type="checkbox"/>
Reported Suffix		<input checked="" type="checkbox"/>
Rec Type		<input checked="" type="checkbox"/>
Pay Date		<input checked="" type="checkbox"/>
Period Date		<input checked="" type="checkbox"/>
Rate		<input checked="" type="checkbox"/>
Regular Deduction		<input checked="" type="checkbox"/>
2% Deduction		<input checked="" type="checkbox"/>
Installment		<input checked="" type="checkbox"/>
Service Correct Code		<input checked="" type="checkbox"/>
Base		<input checked="" type="checkbox"/>
Coach		<input checked="" type="checkbox"/>
Retro		<input checked="" type="checkbox"/>
Long		<input checked="" type="checkbox"/>
Stipend		<input checked="" type="checkbox"/>
Premium		<input checked="" type="checkbox"/>
Ineligible		<input checked="" type="checkbox"/>
FTE%		<input checked="" type="checkbox"/>
FTE Code		<input checked="" type="checkbox"/>
Position		<input checked="" type="checkbox"/>
ContrTerm		<input checked="" type="checkbox"/>
Pay Freq		<input checked="" type="checkbox"/>
Pay Dur		<input checked="" type="checkbox"/>
Override		<input checked="" type="checkbox"/>

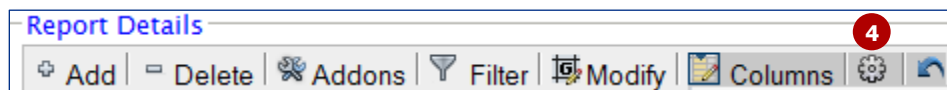
- b. Click and drag the "FTE%" field to be below the "Salary" field.

Column - (Drag to reorder)		Show
Delete		<input checked="" type="checkbox"/>
SSN		<input checked="" type="checkbox"/>
Name		<input checked="" type="checkbox"/>
Salary		<input checked="" type="checkbox"/>
FTE%	3b	<input checked="" type="checkbox"/>
Reported Last Name		<input checked="" type="checkbox"/>
Reported First Name		<input checked="" type="checkbox"/>
Reported Middle Name		<input checked="" type="checkbox"/>
Reported Suffix		<input checked="" type="checkbox"/>
Rec Type		<input checked="" type="checkbox"/>
Pay Date		<input checked="" type="checkbox"/>
Period Date		<input checked="" type="checkbox"/>
Rate		<input checked="" type="checkbox"/>
Regular Deduction		<input checked="" type="checkbox"/>
2% Deduction		<input checked="" type="checkbox"/>
Installment		<input checked="" type="checkbox"/>
Service Correct Code		<input checked="" type="checkbox"/>
Base		<input checked="" type="checkbox"/>
Coach		<input checked="" type="checkbox"/>
Retro		<input checked="" type="checkbox"/>
Long		<input checked="" type="checkbox"/>
Stipend		<input checked="" type="checkbox"/>
Premium		<input checked="" type="checkbox"/>
Ineligible		<input checked="" type="checkbox"/>
FTE Code		<input checked="" type="checkbox"/>
Position		<input checked="" type="checkbox"/>
ContrTerm		<input checked="" type="checkbox"/>
Pay Freq		<input checked="" type="checkbox"/>
Pay Dur		<input checked="" type="checkbox"/>
Override		<input checked="" type="checkbox"/>

- c. Click and drag the “Position” field to be below the “FTE%” field.

Column - (Drag to reorder)	Show
Delete	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
SSN	<input checked="" type="checkbox"/>
Name	<input checked="" type="checkbox"/>
Salary	<input checked="" type="checkbox"/>
FTE%	<input checked="" type="checkbox"/>
Position	<input checked="" type="checkbox"/>
Reported Last Name	<input checked="" type="checkbox"/>
Reported First Name	<input checked="" type="checkbox"/>
Reported Middle Name	<input checked="" type="checkbox"/>
Reported Suffix	<input checked="" type="checkbox"/>
Rec Type	<input checked="" type="checkbox"/>
Pay Date	<input checked="" type="checkbox"/>
Period Date	<input checked="" type="checkbox"/>
Rate	<input checked="" type="checkbox"/>
Regular Deduction	<input checked="" type="checkbox"/>
2% Deduction	<input checked="" type="checkbox"/>
Installment	<input checked="" type="checkbox"/>
Service Correct Code	<input checked="" type="checkbox"/>
Base	<input checked="" type="checkbox"/>
Coach	<input checked="" type="checkbox"/>
Retro	<input checked="" type="checkbox"/>
Long	<input checked="" type="checkbox"/>
Stipend	<input checked="" type="checkbox"/>
Premium	<input checked="" type="checkbox"/>
Ineligible	<input checked="" type="checkbox"/>
FTE Code	<input checked="" type="checkbox"/>
ContrTerm	<input checked="" type="checkbox"/>
Pay Freq	<input checked="" type="checkbox"/>
Pay Dur	<input checked="" type="checkbox"/>
Override	<input checked="" type="checkbox"/>

4. Click the **Wheel** icon once you have moved the necessary fields.



5. You will now see the member's "Salary," "FTE%," and "Position" fields are right next to the "Name" field.

Report Details

☐ Add
 ☐ Delete
 ☐ Addons
 ☐ Filter
 ☐ Modify
 ☐ Columns
 ☐ View Row
 ☐ Records
 ☐ Print
 ☐ Export

Active	Select	Delete	SSN	Name	Salary	FTE%	Position	Reported Last Name
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-1984	APPLE, AMANDA	59,752	100	Librarian	APPLE
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	62,982	100	Teacher	APPLE
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	62,982	100	Teacher	APPLE
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-1998	BIOLOGY, BRENDA	0	80	Teacher	BIOLOGY
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-1998	BIOLOGY, BRENDA	0	80	Teacher	BIOLOGY
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0011	BOSS, BERNARD	120,000	80	Superintendent	BOSS
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0011	BOSS, BERNARD	120,000	80	Superintendent	BOSS
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0061	CALCULUS, CHRIS	90,472	100	Guidance Counselor	CALCULUS
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0061	CALCULUS, CHRIS	90,472	100	Guidance Counselor	CALCULUS
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0064	DESK, DANNY	81,628	100	Nurse	DESK
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0064	DESK, DANNY	81,628	100	Nurse	DESK
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0010	EASEL, EMMA	65,000	100	Adjustment Counselor	EASEL
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0010	EASEL, EMMA	65,000	100	Adjustment Counselor	EASEL
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0014	HISTORY, HANK PHD	69,745	100	Social Worker	HISTORY
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0014	HISTORY, HANK PHD	69,745	100	Social Worker	HISTORY
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-2003	PENCIL, PATRICK	43,268	100	Social Worker	PENCIL
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-2003	PENCIL, PATRICK	43,268	100	Social Worker	PENCIL
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0015	RULER, RANDY	51,487	100	Teacher	RULER
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-2002	SCIENCE, SANDRA	61,812	100	Occupational Therapist	SCIENCE
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-2002	SCIENCE, SANDRA	61,812	100	Occupational Therapist	SCIENCE

6. To return the columns back to the default order, click the **Columns** button.

Report Details 6

- a. Click the **Blue Arrow** icon to reset the columns back to the default order.

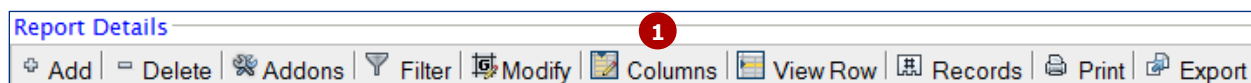
Report Details 6a

+ Add
 - Delete
 ⚙ Addons
 🔍 Filter
 📄 Modify
 📄 Columns
 ⚙
↶

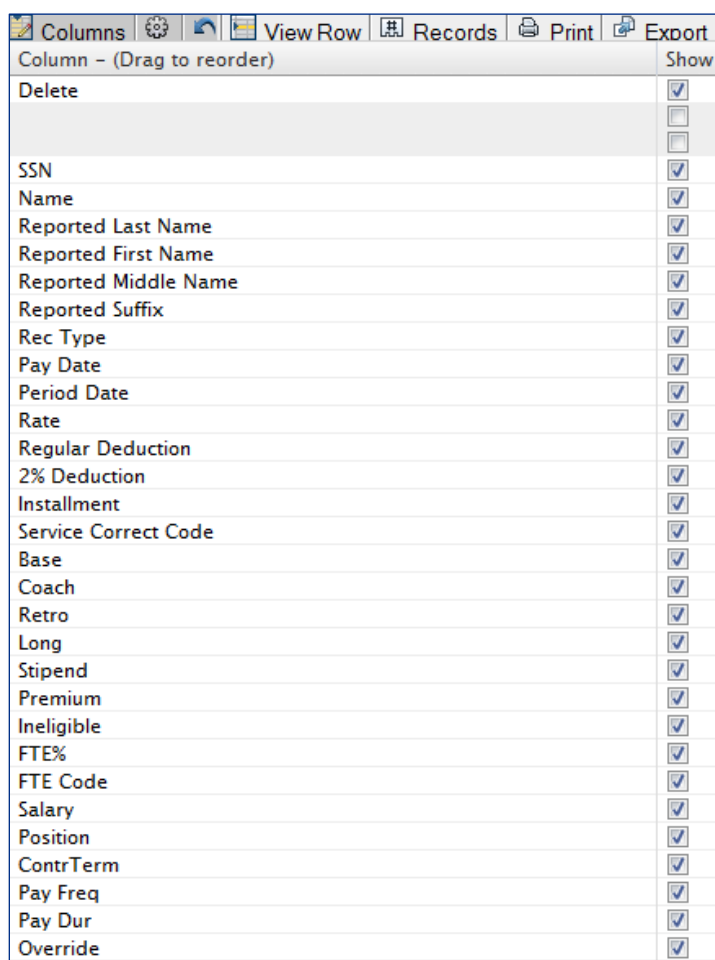
Hide Columns

Just as you can rearrange the columns, you can hide columns that you would prefer not to see while working in the deduction report.

1. Click the **Columns** button.



2. This will open the list of columns displayed in the deduction report in the default order.

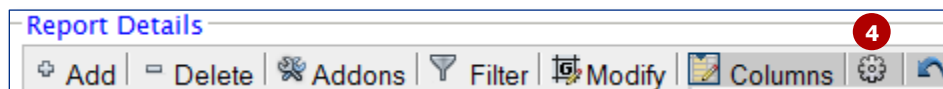


- Uncheck the check box next to any of the columns you would like to hide.

In this example, we are hiding the “Reported Last Name,” “Reported First Name,” “Reported Middle Name,” and the “Reported Suffix” fields.

Columns - (Drag to reorder)		Show
Delete		<input checked="" type="checkbox"/>
SSN		<input checked="" type="checkbox"/>
Name		<input checked="" type="checkbox"/>
Reported Last Name		<input type="checkbox"/>
Reported First Name		<input type="checkbox"/>
Reported Middle Name		<input type="checkbox"/>
Reported Suffix		<input type="checkbox"/>
Rec Type		<input checked="" type="checkbox"/>
Pay Date		<input checked="" type="checkbox"/>
Period Date		<input checked="" type="checkbox"/>
Rate		<input checked="" type="checkbox"/>
Regular Deduction		<input checked="" type="checkbox"/>
2% Deduction		<input checked="" type="checkbox"/>
Installment		<input checked="" type="checkbox"/>
Service Correct Code		<input checked="" type="checkbox"/>
Base		<input checked="" type="checkbox"/>
Coach		<input checked="" type="checkbox"/>
Retro		<input checked="" type="checkbox"/>
Long		<input checked="" type="checkbox"/>
Stipend		<input checked="" type="checkbox"/>
Premium		<input checked="" type="checkbox"/>
Ineligible		<input checked="" type="checkbox"/>
FTE%		<input checked="" type="checkbox"/>
FTE Code		<input checked="" type="checkbox"/>
Salary		<input checked="" type="checkbox"/>
Position		<input checked="" type="checkbox"/>
ContrTerm		<input checked="" type="checkbox"/>
Pay Freq		<input checked="" type="checkbox"/>
Pay Dur		<input checked="" type="checkbox"/>
Override		<input checked="" type="checkbox"/>

- Click the **Wheel** icon.



5. You will now see that those fields are no longer visible on the deduction report. The “Rec Type” column now is right next to the “Name” column.

Report Details									
<div> + Add - Delete Addons Filter Modify Columns View Row Records Print Export </div>									
Active	Select	Delete	SSN	Name	5	Rec Type	Pay Date	Period Date	
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-1984	APPLE, AMANDA		N-Normal	12/08/2016	12/01/2016	
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY		N-Normal	12/08/2016	12/01/2016	
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY		N-Normal	12/22/2016	12/01/2016	
<input checked="" type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-1998	BIOLOGY, BRENDA		N-Normal	12/08/2016	12/01/2016	
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-1998	BIOLOGY, BRENDA		N-Normal	12/22/2016	12/01/2016	
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0011	BOSS, BERNARD		N-Normal	12/08/2016	12/01/2016	
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0011	BOSS, BERNARD		N-Normal	12/22/2016	12/01/2016	
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0061	CALCULUS, CHRIS		N-Normal	12/08/2016	12/01/2016	
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0061	CALCULUS, CHRIS		N-Normal	12/22/2016	12/01/2016	
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0064	DESK, DANNY		N-Normal	12/08/2016	12/01/2016	
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0064	DESK, DANNY		N-Normal	12/22/2016	12/01/2016	
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0010	EASEL, EMMA		N-Normal	12/08/2016	12/01/2016	
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0010	EASEL, EMMA		N-Normal	12/22/2016	12/01/2016	
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0014	HISTORY, HANK PHD		N-Normal	12/08/2016	12/01/2016	
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0014	HISTORY, HANK PHD		N-Normal	12/22/2016	12/01/2016	
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-2003	PENCIL, PATRICK		N-Normal	12/08/2016	12/01/2016	
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-2003	PENCIL, PATRICK		N-Normal	12/22/2016	12/01/2016	
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0015	RULER, RANDY		N-Normal	12/08/2016	12/01/2016	
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-2002	SCIENCE, SANDRA		N-Normal	12/08/2016	12/01/2016	
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-2002	SCIENCE, SANDRA		N-Normal	12/22/2016	12/01/2016	

- To return the columns back to the default setting, click the **Columns** button.

Report Details

 Add
 Delete
 Addons
 Filter
 Modify
 Columns
 View Row
 Records
 Print
 Export

- Click the **Blue Arrow** icon to reset the columns back to the default setting.

Report Details

6a

+

 Add

-

 Delete

⚙

 Addons

🔍

 Filter

📄

 Modify

📄

 Columns

⚙

🔄

View a Single Record

Since the deduction report contains so much data, you need to scroll horizontally to the right and left to see all of the fields. However, you can also view each record's data vertically in one window by using the View Row function.

1. Select the record you would like to view.

Report Details

Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Name	Reported Suffix
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-1984	APPLE, AMANDA	APPLE	AMANDA		

2. Click the **View Row** button.

Report Details

Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Name	Reported Suffix
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-1984	APPLE, AMANDA	APPLE	AMANDA		

3. A new window opens displaying all of the record's data vertically, in columns.

Record# 1 of 20

Active	<input checked="" type="radio"/>
SSN	999-08-1984
Name	APPLE, AMANDA
Reported Last Name	APPLE
Reported First Name	AMANDA
Reported Middle Name	
Reported Suffix	
Rec Type	N-Normal
Pay Date	12/08/2016
Period Date	12/01/2016
Rate	11.0%
Regular Deduction	252.8
2% Deduction	0
Installment	0
Service Correct Code	
Base	2,298.19
Coach	0
Retro	0
Long	0
Stipend	0
Premium	0
Ineligible	0
FTE%	100
FTE Code	
Salary	59,752
Position	Librarian
ContrTerm	10
Pay Freq	26
Pay Dur	LS
Override	

4. You can navigate between records by using the arrows at the top of the window.



5. To close the View Row mode, click the X in the top right corner of the window.

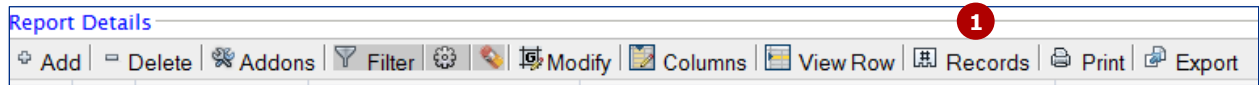
Record# 1 of 20	
Active	<input checked="" type="radio"/>
SSN	999-08-1984
Name	APPLE, AMANDA
Reported Last Name	APPLE
Reported First Name	AMANDA
Reported Middle Name	
Reported Suffix	
Rec Type	N-Normal * <input type="button" value="v"/>
Pay Date	12/08/2016 <input type="button" value="calendar"/>
Period Date	12/01/2016 <input type="button" value="calendar"/>
Rate	11.0%
Regular Deduction	252.8
2% Deduction	0
Installment	0
Service Correct Code	<input type="button" value="v"/>
Base	2,298.19
Coach	0
Retro	0
Long	0
Stipend	0
Premium	0
Ineligible	0
FTE%	100
FTE Code	<input type="button" value="v"/>
Salary	59,752
Position	Librarian <input type="button" value="v"/>
ContrTerm	10 <input type="button" value="v"/>
Pay Freq	26 <input type="button" value="v"/>
Pay Dur	LS <input type="button" value="v"/>
Override	<input type="button" value="v"/>

The View Row window must be closed before you can click the **Apply** button.

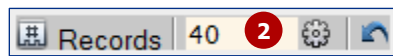
Change the Number of Records per Page

The default number of records displayed per page in the deduction report is 25, but sometimes changing that number can be beneficial on a temporary basis. Please note that the system will become slower when you increase the number of records per page, so we do not recommend increasing the number unless it is on a temporary basis. **The count should never exceed 100.**

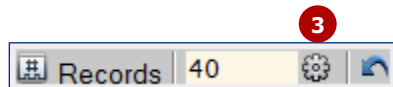
1. Click the **Records** button.



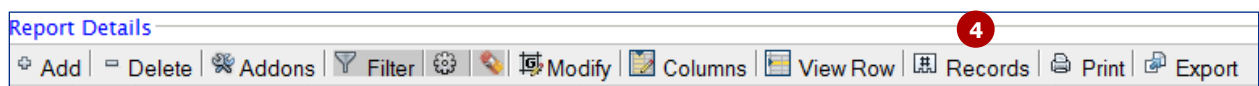
2. In the field provided, enter the number of records you would like displayed per page in the deduction report.



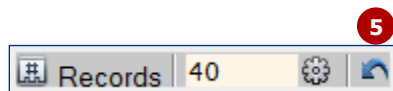
3. Click the **Wheel** icon next to the text box to increase the number of records.



4. To reset the number of records back to the default of 25, click the **Records** button

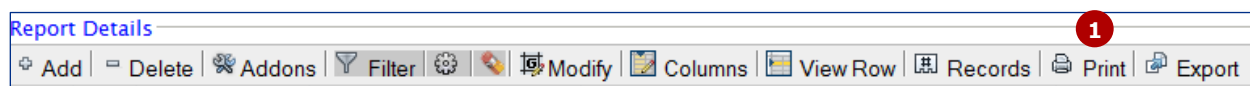


5. Click the **Blue Arrow** icon. The system will revert back to 25 records per page.



Print the Deduction Report

1. Click the **Print** button.

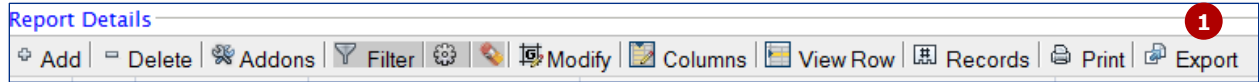


Export the Deduction Report

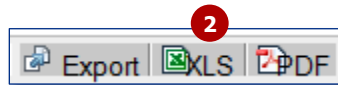
The deduction report can be exported into an Excel file or PDF.

Note: **If you are using the filter, ONLY the data that you have filtered for will be exported.** If you would like to export the entire report, be sure to clear the filter before exporting.

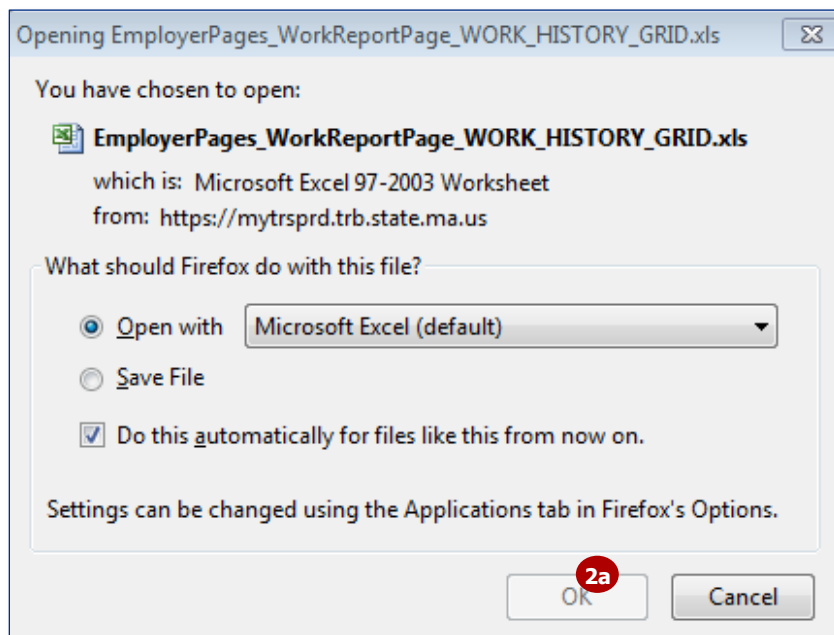
1. Click the **Export** button.



2. Choose **XLS** if you would like to export the deduction report as an Excel file.

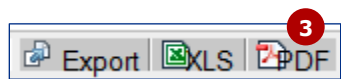


- a. When you see this message, click the **OK** button.

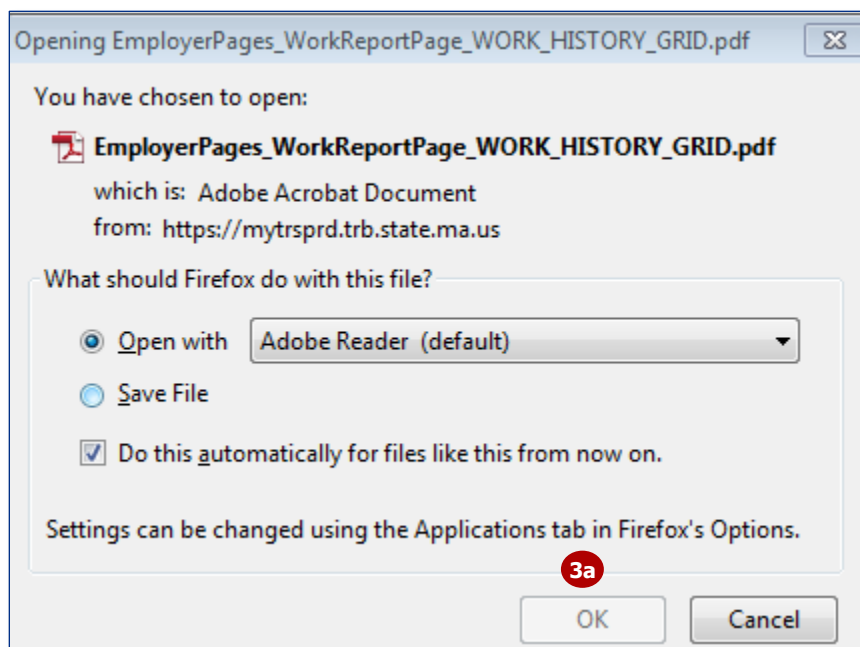


To save the file instead of opening it, choose Save File.

3. Choose **PDF** if you would like to export the deduction report as a PDF.




- b. When you see this message, click the **OK** button.

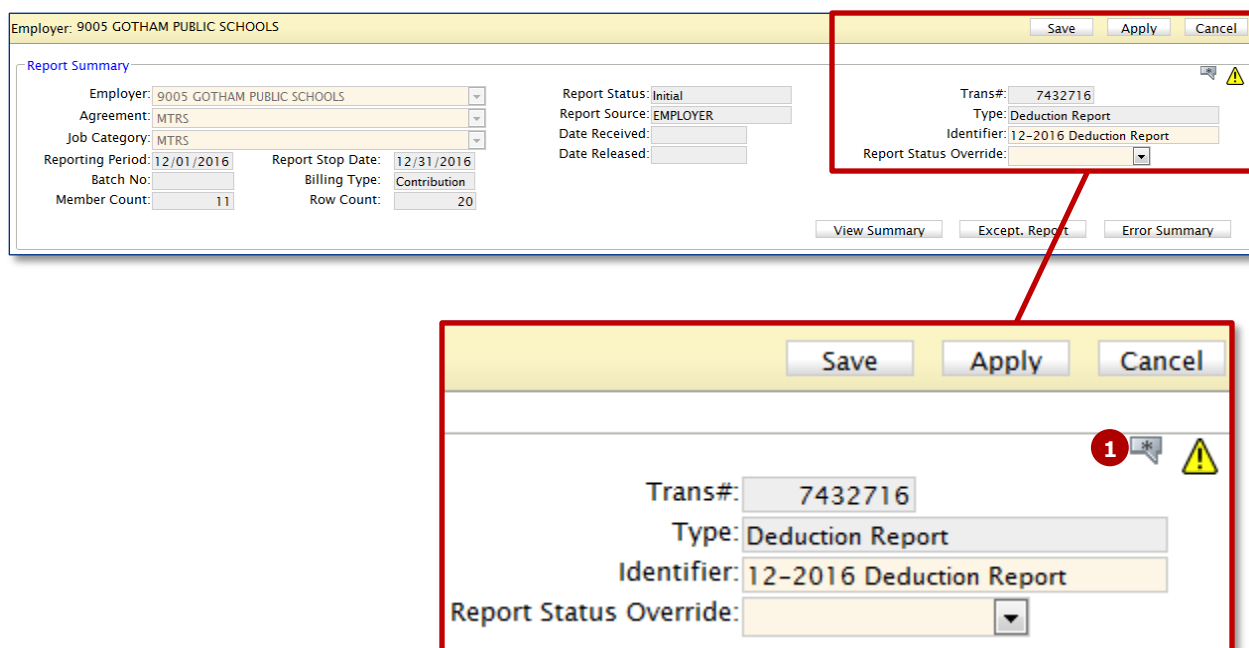


To save the file instead of opening it, choose Save File.

Add a Comment to the Deduction Report

It is required to add a comment when adding an adjustment record or using a service correction code. Additionally, it is also important that you add comments to the deduction report to explain a particular member's situation (change in FT%, why they missed a day's pay, etc).

1. Click on the **Comment** icon () in the top right corner of the deduction report.



Employer: 9005 GOTHAM PUBLIC SCHOOLS

Report Summary

Employer: 9005 GOTHAM PUBLIC SCHOOLS
 Agreement: MTRS
 Job Category: MTRS
 Reporting Period: 12/01/2016
 Batch No.:
 Member Count: 11

Report Stop Date: 12/31/2016
 Billing Type: Contribution
 Row Count: 20

Report Status: Initial
 Report Source: EMPLOYER
 Date Received:
 Date Released:

Trans#: 7432716
 Type: Deduction Report
 Identifier: 12-2016 Deduction Report
 Report Status Override:

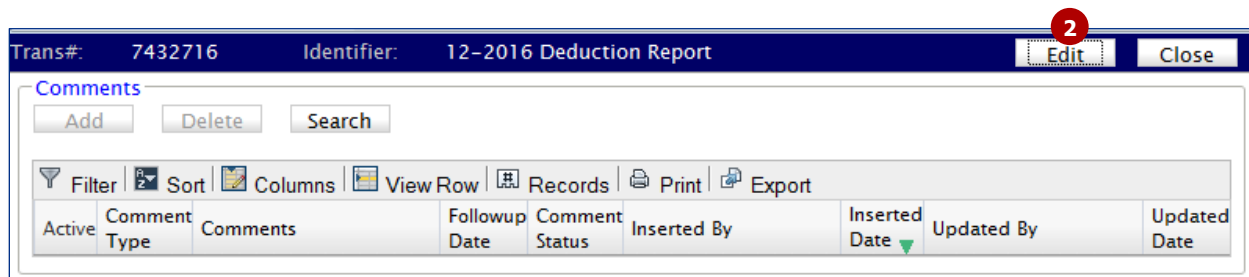
Save Apply Cancel

View Summary Except. Report Error Summary

Save Apply Cancel

Trans#: 7432716
 Type: Deduction Report
 Identifier: 12-2016 Deduction Report
 Report Status Override:

2. Click the **Edit** button.



Trans#: 7432716 Identifier: 12-2016 Deduction Report

Edit Close

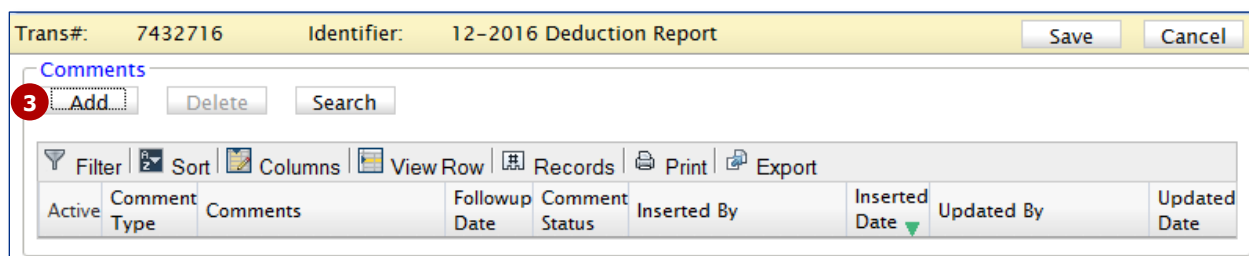
Comments

Add Delete Search

Filter Sort Columns View Row Records Print Export

Active	Comment Type	Comments	Followup Date	Comment Status	Inserted By	Inserted Date	Updated By	Updated Date
--------	--------------	----------	---------------	----------------	-------------	---------------	------------	--------------

3. Click the **Add** button.



Trans#: 7432716 Identifier: 12-2016 Deduction Report

Save Cancel

Comments

Add Delete Search

Filter Sort Columns View Row Records Print Export

Active	Comment Type	Comments	Followup Date	Comment Status	Inserted By	Inserted Date	Updated By	Updated Date
--------	--------------	----------	---------------	----------------	-------------	---------------	------------	--------------

4. Comment Type: Leave this field set to Deduction Reports

Trans#: 7432716 Identifier: 12-2016 Deduction Report

Comments

Add Delete Search

Filter Sort Columns View Row Records Print Export

Active	Comment Type	Comments
<input checked="" type="radio"/>	Deduction Reports *	

5. Comments: Start your comment with the member's name as the comments section is generic for the entire report. Without the member's name, the MTRS will not know to whom the comment applies.

Trans#: 7432716 Identifier: 12-2016 Deduction Report

Comments

Add Delete Search

Filter Sort Columns View Row Records Print Export

Active	Comment Type	Comments
<input checked="" type="radio"/>	Deduction Reports *	John Smith - adjustment record is to refund deductions taken in error on ineligible earnings on 09/15/2016, 09/29/2016 and 10/13/2016.

6. Followup Date: Leave this field blank.

Trans#: 7432716 Identifier: 12-2016 Deduction Report

Comments

Add Delete Search

Filter Sort Columns View Row Records Print Export

Active	Comment Type	Comments	Followup Date
<input checked="" type="radio"/>	Deduction Reports *	John Smith - adjustment record is to refund deductions taken in error on ineligible earnings on 09/15/2016, 09/29/2016 and 10/13/2016.	/ /

Add a separate comment for each individual who requires a note.

7. Click the **Save** button.

Trans#: 7432716 Identifier: 12-2016 Deduction Report

Comments

Add Delete Search

Filter Sort Columns View Row Records Print Export

Active	Comment Type	Comments	Followup Date	Comment Status	Inserted By	Inserted Date	Updated By	Updated Date
<input checked="" type="radio"/>	Deduction Reports *	John Smith - adjustment record is to refund deductions taken in error on ineligible earnings on 09/15/2016, 09/29/2016 and 10/13/2016.	/ /					

Save Cancel

Run the Error Summary Report

After all errors and exceptions have been corrected and before you submit the deduction report to MTRS, run the Error Summary Report to ensure there are no outstanding errors.

1. Click the **Error Summary** button.

Employer: 9005 GOTHAM PUBLIC SCHOOLS

Save Apply Cancel

Report Summary

Employer: 9005 GOTHAM PUBLIC SCHOOLS
 Agreement: MTRS
 Job Category: MTRS
 Reporting Period: 12/01/2016
 Batch No:
 Member Count: 11

Report Stop Date: 12/31/2016
 Billing Type: Contribution
 Row Count: 20

Report Status: Initial
 Report Source: EMPLOYER
 Date Received:
 Date Released:

Trans#: 7432716
 Type: Deduction Report
 Identifier: 12-2016 Deduction Report
 Report Status Override:

View Summary Except. Report **Error Summary**

2. The Error Summary Report will open in a separate window in front of the deduction report.

Deduction Report Error Summary - Mozilla Firefox

Commonwealth Of Massachu... (US) https://mytrsprd.trb.state.ma.us/v3prod/app?service=external/Contributions:ViewWorkRepDetailReport

Employer: 9005 GOTHAM PUBLIC SCHOOLS Close

Export

Page: 1 of 1 - + Automatic Zoom

Deduction Report Exception Totals Report
 Reporting Period: 12/2016
 Employer: 9005 - GOTHAM PUBLIC SCHOOLS

Generated on: 03/21/2017 10:27:10
 Generated By: SMurphy

Total	Count
Records Total :	20
'N' Records Total :	20
'A' Records Total :	0
'R' Records Total :	0
Errors Total :	23
Exceptions Total :	29
'Not Enrolled Members' Total :	16
'Part-Time Members' Total :	4

3. Check the number listed next to “Errors Total” and click the **Close** button.

Deduction Report Exception Totals Report
Reporting Period: 12/2016
Employer: 9005 - GOTHAM PUBLIC SCHOOLS

Generated on: 03/21/2017 10:27:10
 Generated By: SMurphy

Total	Count
Records Total :	20
'N' Records Total :	20
'A' Records Total :	0
'R' Records Total :	0
Errors Total :	23
Exceptions Total :	29
'Not Enrolled Members' Total :	16
'Part-Time Members' Total :	4

4. If the total is “0” go to the next section, “How to Submit the Deduction Report.”
5. If the report indicates that you still have outstanding errors, do the following to see the remaining errors:
 - a. Click the **Filter** button.


Report Details

Add | Delete | Addons | Filter | Modify | Columns | View Row | Records | Print | Export | XLS | PDF

- b. Click on the drop down list under the column label "Delete."


Report Details

+ Add | - Delete | Addons | Filter | Modify | Columns | View Row | Records

Active	Select	Delete	SSN	Name ▲
	<input type="checkbox"/>			

b points to the dropdown arrow in the Delete column.

- c. Choose the first message that starts with "ERROR:"


Delete	SSN	Name ▲
		
No Exceptions All Exceptions c ERROR:Annual Salary cannot be blank, zero or negative for this type of record ERROR:Base earnings do not match salary, based on the FTE and Pay Frequency reported. P ERROR:Full-time percentage does not match the current % on the member record in our sy ERROR:Pay duration cannot be less than the contract term ERROR:This member's current employment event is LOA-Non-Contributing <= 1 Yr. Please ERROR:This member's current status/event is Termination-Voluntary. Please either: 1) cor		

c points to the first error message in the list.

- d. Click the **Wheel** icon next to the **Filter** button.

Report Details

+ Add | - Delete | Addons | Filter | Wheel | Modify | Columns | View Row | Records




Active	Select	Delete	SSN
	<input type="checkbox"/>	ERROR:Annual 	

d points to the Wheel icon next to the Filter button.


- e. The member(s) with this error will be displayed.



Report Details

+ Add | - Delete | Addons | Filter | Wheel | Modify | Columns | View Row | Records

Active	Select	Delete	SSN	Name ▲
	<input type="checkbox"/>	ERROR:Annual 		
<input checked="" type="radio"/>	<input type="checkbox"/>		999-09-1998	BIOLOGY, BRENDA
<input type="radio"/>	<input type="checkbox"/>		999-09-1998	BIOLOGY, BRENDA

e points to the member with the error in the SSN column.

- f. To read the full error message, click on the **Caution** icon () for that record.

Report Details				
<div> + Add - Delete + Addons Y Filter ⚙ 🔍 Modify 📄 Columns 📄 View Row 📄 Records </div>				
Active	Select	Delete	SSN	Name ▲
		ERROR:Annual ▼		
<input checked="" type="radio"/>	<input type="checkbox"/>		999-09-1998	BIOLOGY, BRENDA
<input type="radio"/>	<input type="checkbox"/>		999-09-1998	BIOLOGY, BRENDA

A separate window will open and will display all of the errors that apply to this particular record.

Work History Exceptions - Mozilla Firefox

Commonwealth Of Massachu... (US)
<https://mytrsprd.trb.state.ma.us/v3prod/app?service=external/Ci>

Name: BIOLOGY, BRENDA SSN: XXX-XX-1998 Close

ERROR:Annual Salary cannot be blank, zero or negative for this type of record

ERROR:This member's current status/event is Termination-Voluntary. Please either: 1) contact your MTRS Representative to correct the event, or 2) if this member has been re-hired in your district, please register your member for this new employment, or 3) if this is a retroactive payment, please change this record's transaction type to "R".

EXCEPTION:Member not enrolled.

EXCEPTION:Annual Salary is less than \$20,000. Please report the full-time equivalent salary for the full contract year, and not the pro-rated salary based on FTE or actual salary paid.

- g. Click the **Close** button.

Work History Exceptions - Mozilla Firefox

Commonwealth Of Massachu... (US)
<https://mytrsprd.trb.state.ma.us/v3prod/app?service=external/Ci>

Name: BIOLOGY, BRENDA SSN: XXX-XX-1998 Close

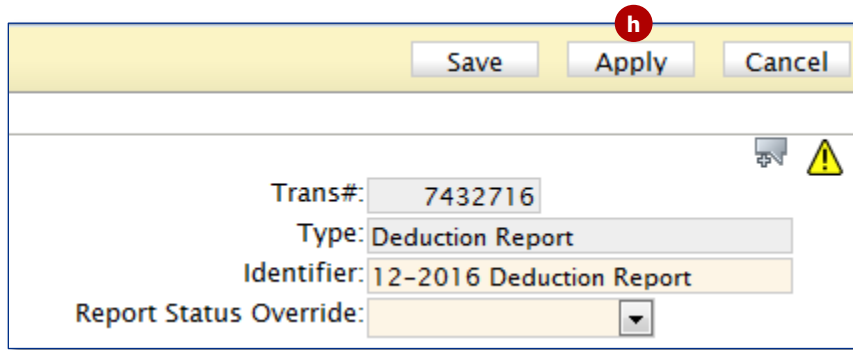
ERROR:Annual Salary cannot be blank, zero or negative for this type of record

ERROR:This member's current status/event is Termination-Voluntary. Please either: 1) contact your MTRS Representative to correct the event, or 2) if this member has been re-hired in your district, please register your member for this new employment, or 3) if this is a retroactive payment, please change this record's transaction type to "R".

EXCEPTION:Member not enrolled.

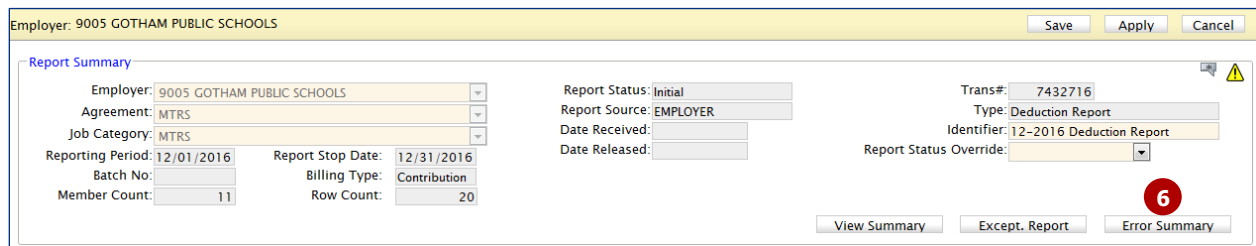
EXCEPTION:Annual Salary is less than \$20,000. Please report the full-time equivalent salary for the full contract year, and not the pro-rated salary based on FTE or actual salary paid.

- h. Fix any errors that are listed and click the **Apply** button in the top right corner of the deduction report.



- i. When you have fixed all of the members with that particular error message, please repeat Steps 5a-5h above until all of the errors have been addressed.

6. Click the **Error Summary** button.

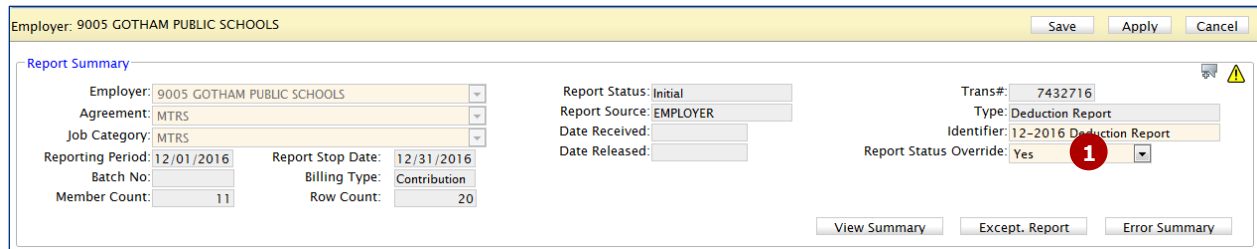


7. Once again check the value listed next to "Errors Total."
8. If the total is "0," go to the next section "How to Submit the Deduction Report."
9. If the report indicates that you still have errors, repeat the steps above until the Errors Total is "0."

Submit the Deduction Report

Once all of the errors and exceptions from the Exception report have been addressed and the Error Summary report shows 0 errors, it is time to submit the deduction report to the MTRS.

1. Change the Report Status Override field to "Yes."



Employer: 9005 GOTHAM PUBLIC SCHOOLS

Report Summary

Employer: 9005 GOTHAM PUBLIC SCHOOLS
Agreement: MTRS
Job Category: MTRS
Reporting Period: 12/01/2016
Batch No:
Member Count: 11

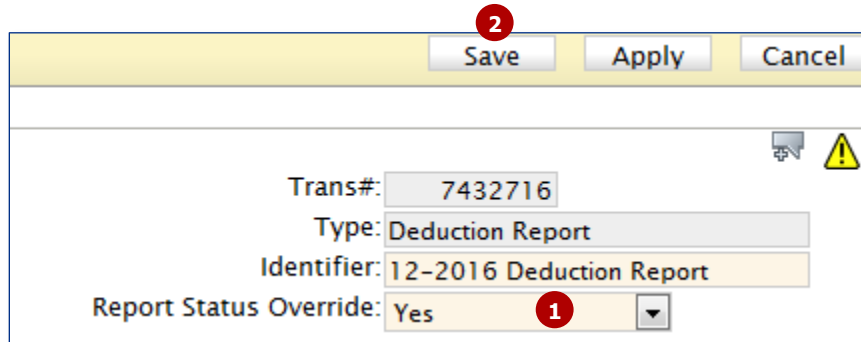
Report Stop Date: 12/31/2016
Billing Type: Contribution
Row Count: 20

Report Status: Initial
Report Source: EMPLOYER
Date Received:
Date Released:

Trans#: 7432716
Type: Deduction Report
Identifier: 12-2016 Deduction Report
Report Status Override: Yes **1**

View Summary Except. Report Error Summary

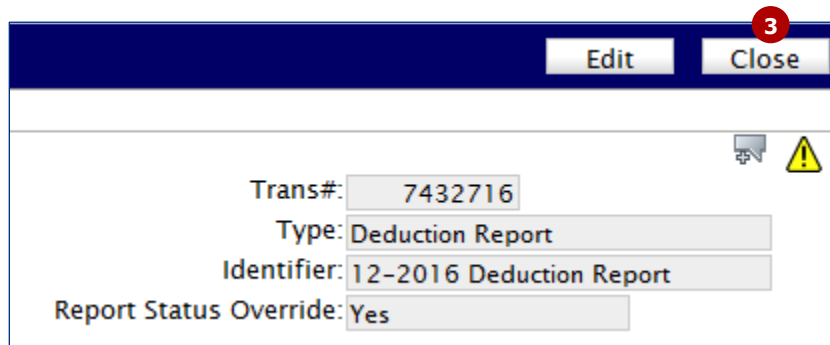
2. Click the **Save** button in the top right corner of the deduction report.



Save Apply Cancel

Trans#: 7432716
Type: Deduction Report
Identifier: 12-2016 Deduction Report
Report Status Override: Yes **1**

3. Click the **Close** button.



Edit Close **3**

Trans#: 7432716
Type: Deduction Report
Identifier: 12-2016 Deduction Report
Report Status Override: Yes

4. Confirm that the **report** total and the **payment** total match. The **report** Total Due can be seen on the main deduction report page. If the payment does not match the report Total Due, rectify the variance **before** submitting the report to MTRS.

Home » Employer Management » Deduction Reports and Payments

Deduction Reports | Reports | Payment History | Transactions

Employer: 9005 GOTHAM PUBLIC SCHOOLS |

Deduction Reports

Report Status: Initial

Edit Deduction Report | Submit | Delete | Distribute

Sort | Columns | View Row | Records | Print | Export

Active	Inserted Date	Report Status	Date Released	Reporting Period	Identifier	Trans#	Total Due ⁴	Total Balance
<input checked="" type="radio"/>	03/01/2017	Initial		12/01/2016	Initial Deduction Report	7432716	\$12,981.06	\$12,981.06

Please be sure to compare the Total Due to the actual payment you sent in and not the Total Balance field.

5. Click the **Submit** button.

Home » Employer Management » Deduction Reports and Payments

Deduction Reports | Reports | Payment History | Transactions

Employer: 9005 GOTHAM PUBLIC SCHOOLS |

Deduction Reports

Report Status: Initial ⁵

Edit Deduction Report | Submit | Delete | Distribute

Sort | Columns | View Row | Records | Print | Export

Active	Inserted Date	Report Status	Date Released	Reporting Period	Identifier
<input checked="" type="radio"/>	03/01/2017	Initial		12/01/2016	Initial Deduction Report

6. If the report **has successfully been added to the submission queue**, you will see the message “This deduction report has been queued for submission. Please check back later to ensure that the report has been submitted successfully.”

Home » Employer Management » Deduction Reports and Payments

Deduction Reports Reports Payment History Transactions

Employer: 9005 GOTHAM PUBLIC SCHOOLS |

6 Messages(1)
This deduction report has been queued for submission. Please check back later to ensure the report has been submitted successfully.

Deduction Reports

Report Status: Initial

Edit Deduction Report Submit Delete Distribute

Sort Columns View Row Records Print Export

Active	Inserted Date	Report Status	Date Released	Reporting Period	Identifier	Trans#	Total Due	Total Balance
<input checked="" type="radio"/>	03/01/2017	Initial		12/01/2016	Initial Deduction Report	7432716	\$12,981.06	\$12,981.06

7. If the report **has not been successfully queued for submission**, you will see this message:

7 Errors:
This deduction report could not be submitted because it contains errors or unresolved exceptions.

OK

- a. If you see this error, click the OK button.

Errors:
This deduction report could not be submitted because it contains errors or unresolved exceptions.

7a OK

- b. Highlight the report you are working on and click the **Edit Deduction Report** button to open the deduction report.

Home » Employer Management » Deduction Reports and Payments

Deduction Reports | Reports | Payment History | Transactions

Employer: 9005 GOTHAM PUBLIC SCHOOLS |

Errors(1)
This deduction report could not be submitted because it contains errors or unresolved exceptions.

Deduction Reports

Report Status: Initial

7b Edit Deduction Report | Submit | Delete | Distribute

Sort | Columns | View Row | Records | Print | Export

Active	Inserted Date	Report Status	Date Released	Reporting Period	Identifier	Trans#
<input checked="" type="radio"/>	03/21/2017	Initial		12/01/2016	Initial Deduction Report	7441670

- c. If the Report Status Override field does not show “Yes,” change it to “Yes.”

Save | Apply | Cancel

Trans#: 7432716

Type: Deduction Report

Identifier: 12-2016 Deduction Report

Report Status Override: Yes 7c

- i. Click the **Save** button in the top right corner of the deduction report.

i

Save | Apply | Cancel

Trans#: 7432716

Type: Deduction Report

Identifier: 12-2016 Deduction Report

Report Status Override: Yes

- ii. Click the **Close** button in the top right corner of the deduction report.

Trans#: 7432716
 Type: Deduction Report
 Identifier: 12-2016 Deduction Report
 Report Status Override: Yes

- iii. Click the **Submit** button.

Home > Employer Management > Deduction Reports and Payments

Deduction Reports | Reports | Payment History | Transactions

Employer: 9005 GOTHAM PUBLIC SCHOOLS |

Deduction Reports

Report Status: Initial iii

Edit Deduction Report Submit Delete Distribute

Sort Columns View Row Records Print Export

Active	Inserted Date	Report Status	Date Released	Reporting Period	Identifier
<input checked="" type="radio"/>	03/01/2017	Initial		12/01/2016	Initial Deduction Report

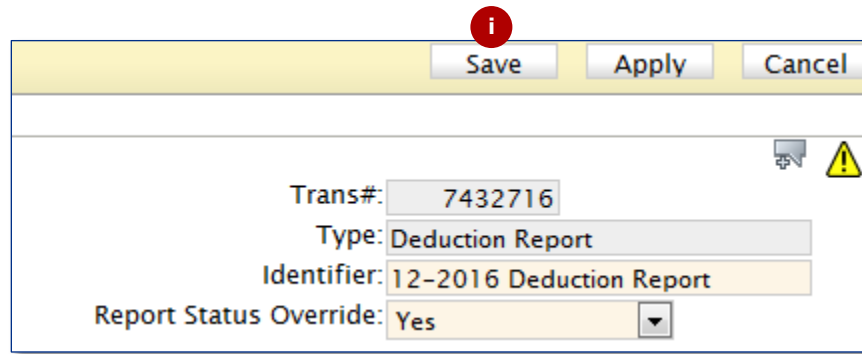
If you still get the submission error message, please open the deduction report again and run the Exception Report to see records that still have errors.

- d. If the “Report Status Override” field shows “Yes,” run a new Exception Report to see records that still have errors that need to be addressed.

Trans#: 7441670
 Type: Deduction Report
 Identifier: 12-2016 Deduction Report
 Report Status Override: Yes

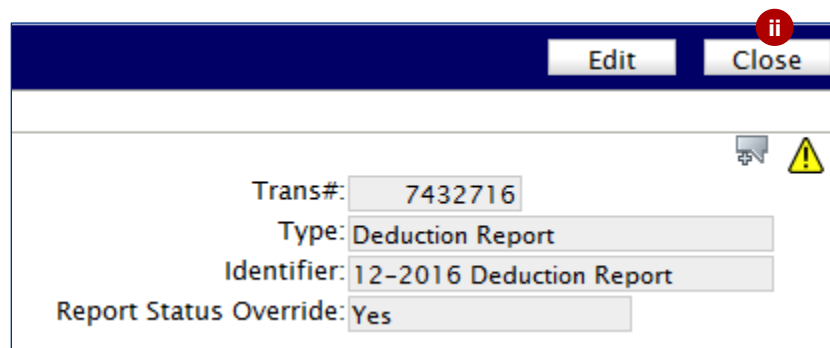
View Summary 7d Except. Report Error Summary

- i. Fix any errors that need to be corrected and click the **Save** button.



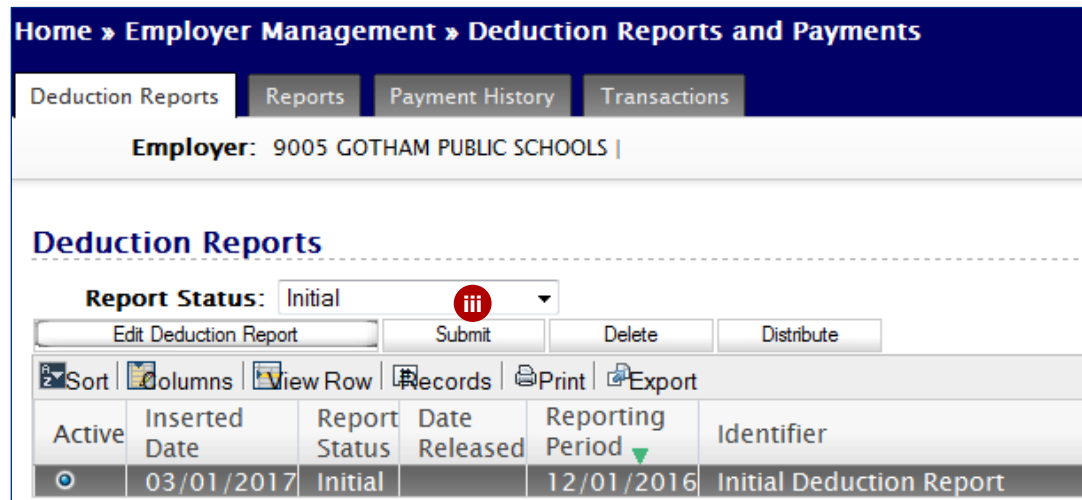
Trans#: 7432716
 Type: Deduction Report
 Identifier: 12-2016 Deduction Report
 Report Status Override: Yes

- ii. Click the **Close** button in the top right corner of the deduction report.



Trans#: 7432716
 Type: Deduction Report
 Identifier: 12-2016 Deduction Report
 Report Status Override: Yes

- iii. Click the **Submit** button.



Home » Employer Management » Deduction Reports and Payments

Deduction Reports | Reports | Payment History | Transactions

Employer: 9005 GOTHAM PUBLIC SCHOOLS |

Deduction Reports

Report Status: Initial

Edit Deduction Report | Submit | Delete | Distribute

Sort | Columns | View Row | Records | Print | Export

Active	Inserted Date	Report Status	Date Released	Reporting Period	Identifier
<input checked="" type="radio"/>	03/01/2017	Initial		12/01/2016	Initial Deduction Report